

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL**

STANDARD OPERATING PROCEDURE

IV. POSITION CONTROL

A. Purpose

The purpose of this SOP is to describe forms and procedures needed to assign position control numbers and establish, transfer or delete positions.

B. Scope

These procedures cover all positions in the classified and partially exempt service.

C. Authority

AS 39.25.150--Scope of the Rules
2 AAC 07.210--Transfers

D. Position

A position is a set of duties and responsibilities assigned to be performed by an individual. A position may be full-time, part-time, or seasonal and either filled or vacant. A permanent position does not exist until it has been authorized and established by the Division of Personnel or the agency's Human Resources Office under delegation. Refer to H, I, J, and K below for general information on budget authorization.

E. Position Control Data Entry Delegation

Position Control data is maintained in the State's payroll system.

For an overview of delegation authority refer to SOP 07-X and the delegation memo written to the department's Human Resources Manager.

For agencies with delegation, Position Control data entry is performed in accordance with the guidelines set forth in the AKPAY Manual, Section 4.

F. PCN

Each individual position is associated with a unique seven-digit number called the position control number or PCN which identifies it as an entity. The Division of Personnel authorizes use of PCNs for new permanent positions in the classified and partially exempt services.

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The first two digits of the PCN specify the original (but not necessarily the current) department.

Department numbers

01	Office of the Governor
02	Administration
03	Law
04	Revenue
05	Education and Early Development
06	Health and Social Services
07	Labor and Workforce Development
08	Community and Economic Development
09	Military and Veterans Affairs
10	Natural Resources
11	Fish and Game
12	Public Safety
18	Environmental Conservation
20	Corrections
21	Formerly Community and Regional Affairs
25	Transportation and Public Facilities

The third through sixth digits identify a specific position.

The seventh digit is reserved exclusively to identify nonpermanent substitute positions.

G. Request for PCN for a New Position

Departments request authorization for the use of PCNs for new positions by contacting the Classification Section. The staff member will authorize an unused number. This is then included on the Position Description, the budget documents, and the allocation memorandum.

H. Establishing New Positions

Before taking steps to establish new positions the classifier must ensure the department's budget authorization requirements have been met. This authorization includes:

1. **Budget Identification Number:** This number is assigned in the budget process and usually includes a “#” sign.

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2. Department and budget component.
3. Staff months: This identifies the number of Full-Time Equivalent staff months for which the position is budgeted. If less than 12 months, the position being established must be seasonal or part-time.
4. Authorization date: This identifies the effective date to establish the position. The date in the allocation memorandum cannot be sooner than the effective date of the fiscal authority.
5. New positions are usually established under delegated authority, with the departmental classifier completing the allocation memorandum and the Final Classification Action on the Position Description.

I. Deleting Positions

When an agency determines through the budget process that positions should be deleted, the department sends notification to the Division of Personnel requesting deletion. The Division of Personnel maintains files of deleted positions.

J. Location Transfers

Procedures for location transfer when the incumbent has not voluntarily consented to the transfer are located at SOP 09-VII. The following are procedures for location transfer when the position is vacant or the incumbent has voluntarily consented to the transfer, and there will not be a significant change in duties. Departmental budget authorization may be required.

1. If it appears there will be a significant change to the position being transferred or to other positions in the former or new location, the department should initiate a classification review simultaneous with considering the location transfer.
2. A transfer form is not required when the transfer is reported in an allocation memorandum with a PD processed as a reclassification or update.
3. The department must approve the transfer under delegation or secure the approval of the transfer from the Division of Personnel on or before the effective date of the transfer. (See Addendum A for sample).

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4. For departments which do not have delegation, the Division of Personnel will review the form to assure that:
 - a. The position is vacant, or
 - b. The incumbent has agreed to the transfer.
5. Changes are entered into Position Control, the original form is forwarded to the Classification Section for filing in the PCN folder, and the department retains a copy.

K. Position Status Changes

Status changes may occur during the budget process. The recognized statuses are full time, part time, and seasonal. Position status is combined with type of state service (see SOP 07-IX) and funding source to create the Position Type code entered in the allocation memorandum (see Addendum 07-V-A) and in the Position Control files of AKPAY. (Available codes are listed in Addendum 07-V-C).

With appropriate budget authorization:

1. Changes in position status can be reported on a Position Description simultaneously with an update or reclassification request.
2. Changes in position status can be reported by memorandum to the Classification Manager. The agency maintains a copy for its PCN records.
3. Agencies must assure status layoff procedures of collective bargaining agreements are followed (e.g. GGU Article 12, Section 1, C).

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